

*Atlanta Federal Executive Board*

## **UNIFORM WEATHER EMERGENCY ALERT AND DISMISSAL PLAN**

(The full Plan will be mailed to each Agency Head within the next two weeks. The Plan contains sensitive telephone numbers and is not being distributed beyond Agency Heads. The following information is an excerpted summary from Plan Provisions.)

### **CHANGE IN PLAN KEY POINTS**

- The revised plan does not rely heavily on Media contacts to communicate with employees. Why?

- Information was not always reported timely
- Information was not always accurately reported
- Some media outlets are now charging \$50 each time Weather message is aired
- Establishment of Hotline for Agency Heads

### **PLAN PROVISIONS**

- **Policy**
  - Federal Register, Vol. 49, No. 169, pages 34193-34195 provide the regulatory authority for the Uniform Weather Emergency Alert and Dismissal Plan.
  - All Federal agencies are encouraged to participate in this effort to foster a coordinated and Uniform Emergency Alert and Dismissal Plan.
  - Notification of any emergency situation generated under this plan is **Advisory Only**. The final decision regarding the dismissal of employees resides with each individual agency or installation head. Each agency is encouraged to establish agency unique policy and procedures for implementation of the plan and actions to be taken upon notification of an emergency situation
- **Informing Employees**
  - Each agency is responsible for informing agency employees.
- **Hazardous Weather Develops During Non-Duty Hours**
  - GSA Administrator has responsibility for coordinating FEB group to evaluate the situation and advise the FEB Chairperson.
  - The GSA Administrator and designated officials will consult with the National Weather Service, Georgia Department of Transportation, Atlanta Police Department, Federal Emergency Management Agency and the Federal Aviation Administration to determine impact.
  - FEB chair will make decision regarding implementation of the Uniform Weather Emergency Alert Dismissal Plan (UWEADP).
  - Advisory Decision will be posted on FEB Emergency Hotline for Agency Heads.
  - The Advisory Decision will be posted to the Hotline by 5:00 a.m. (When the FEB Web Page is operational, the decision will also be posted on the Web Page).
  - **It is the responsibility of each Agency Head or his/her designee to call the Hotline for the advisory decision and to notify Agency employees.**
  - Each agency is encouraged to make use of telephone cascades, interagency hotlines, or other appropriate methods of notification of employees.
  - Normally an advisory message will not be released if the office work hours are not altered. An exception will be made should there be extenuating circumstances or conflicting media messages warrant issuing a statement that **Federal offices are open or that there is no change in working hours.**

- **Hazardous Conditions Develop During Duty Hours:**

- The GSA Administrator and the Designated Officials will conduct the same level of operational readiness coordination with sources identified above to determine the severity of the developing weather conditions.
- The decisions effecting closure will be convey to Agency Head by email, fax, and posting on the Hotline Number. In addition, a telephone Cascade will be used.
- If the primary person on the Cascade is not available to received the call, the advisory will be given to the person acting next highest in the management chain. The person receiving the call will have the responsibility of calling persons designated.
- Employees should be released from work on an incremental basis, generally one-third every half-hour in the following order.
  - Disabled employees first
  - Employees using public transportation and carpools
  - Employees whose residences or destinations are located in the direction and area of greatest impact of the adverse weather system.

- **Employee Accountability**

- Administrative Leave- As a general rule, employees excused or dismissed from work due to hazardous weather conditions should qualify for administrative leave for the specified time period to ensure uniformity in the Atlanta Metropolitan area.
- Employees **should not** be granted **administrative leave BEFORE** an early dismissal or a delayed opening advisory is rendered.
- A **liberal leave** policy should be granted on an individual basis for employees who want to leave when federal agencies remain open.

- **Use of the Media**

- Where possible, a message will be provided to the following media outlets:

- **TV**

- WAGA (Channel 5)
- WXIA (Channel 11)
- WGCL (Channel 46)

- **RADIO**

- WSTR
- WGST
- WCNN
- WAOK/VI03

**\*\* (WSB Radio and TV now charge \$50 for every message that is aired.)**

- **Media Message (limited to 40 characters)**

- **Federal offices will open at (time).**
- **Federal offices should be closing at (time).**
- **Federal offices will be closed today.**
- **Federal offices will open on time** (used only in extenuating circumstances).

Note: Use of the media normally to communicate advisory information will not be used by the Atlanta FEB except in extenuating circumstances or for immediate clarification of advisory information.)